



Corvallis Parking Program Audit

White Paper #1: Residential Parking Districts

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City of
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1.0 Executive Summary

1.1. PARKING PROGRAM AUDITS

The City of Corvallis is interested in learning more about its current parking program operations and programs. To accomplish this, the City is pursuing an audit format of six key elements of its program. This is the first of the six audits; evaluating the City's residential parking permit districts.

The intent of each audit is to evaluate current parking program management practices, policies, and code to determine if inefficiencies are in place, identify strengths and make recommendations for improvements based on industry best practices and what is most reasonable and feasible for Corvallis.

1.2 BEST PRACTICES IN PARKING

A framework for effective parking management begins with five key elements: Access Goals, Priority Users, Zoning Role, Measuring Performance and Demand, and the City's Role in Parking. Arriving at consensus (with the City and stakeholders) on each of these key elements is critical to the selection and implementation of various parking management tools. How cities and communities approach these elements provides context and definition to what tools are employed and how parking management integrates into the vision for an area or district.

1.3 EXISTING CONDITIONS

Corvallis' Residential Parking Permit District (RPD) program can be traced as far back as 1982. There are currently three Residential Parking Permit Districts. The last district created was District C in 2010. No new districts have been approved since that time, though some expansion and alteration of Districts B and C have occurred.

The program is overseen by the Corvallis Public Works Department and is the primary tool for managing on-street parking in residential areas. Residents and employers/employees residing or located in each of these districts are authorized (with a valid permit) to park longer than the posted time limit during hours of enforcement. The program is regulated and described within the Corvallis Municipal Code. A detailed look at Existing Conditions is provided in **Section 4** (beginning on page 11).



1.4 PRACTICES AND PROGRAMS IN OTHER CITIES

An extensive scan of sixteen cities (plus Corvallis) with residential/neighborhood permit programs was conducted.¹ These cities were selected as they represent a range of cities by size, geographic location, and residential density. Care was taken to also include cities where residential permit programs are impacted by institutions (e.g., colleges, universities and hospitals) to derive a sense of how those programs are managed in relation to Corvallis, which has three districts abutting the Oregon State University campus.

It is clear from the review of sample cities that there is not a standard or best practice that runs through all programs; from permits allocated to rates. Most cities have somewhat similar processes for establishing districts that include local petitions, measurement standards, public notification and review. Nonetheless, there is nothing of significant substance derived from this review that would indicate that the Corvallis format for establishing and managing its districts would be improved if specific elements utilized in other cities was applied to the Corvallis program. A detailed look at programs in other cities is provided in **Section 5** (beginning on page 16).

New directions or innovations in the delivery of residential parking permit programs was also examined in the review of other cities. Numerous references to innovations were found with strategy concepts related to performance pricing, limitations on permit allocations, and sharing revenue from permit sales (e.g., parking benefits districts). Interestingly, the findings and recommendations related to innovation under discussion in the literature review have not generally found their way into significant revisions or reforms in actual city systems.

1.5 RECOMMENDATIONS

The Corvallis program is not large; only three districts, which total less than 1,000 permits annually.

Given the small size of the program, we believe the best approach for the program is to look only to changes that will improve the effectiveness and efficiency of the current operation; without necessitating significant functional changes. Key recommendations are listed below with a fuller narrative of the recommendations provided in **Section 6** (beginning on page 24).

- Intent and purpose: Add clarifying language revisions to Section 6.15.010 – Legislative findings or add a new Section to 6.15 called Purpose and Intent. Current findings do not provide straight forward priorities for the program.
- Formation and expansion: Add a new section following 6.15.030 called *Formation and Expansion of Residential Parking Permit District*. The new section would more clearly outline the process for forming new, or expanding existing, districts.

¹ Cities surveyed were Albuquerque, NM, Arlington, VA, Atlanta, GA, Boise, ID, Boulder and Denver, CO, Eugene, Portland, and Salem OR, Sacramento and San Francisco, CA, Salt Lake, UT, Seattle and Tacoma, WA, Vancouver, BC and Toronto, ON.

- **Fees and cost recovery:** Corvallis' current fee structure of \$25 per permit/per year is on the low end of the scale for example cities evaluated. At present, we could find no breakout that demonstrates a direct correlation between the fee and cost recovery for program administration or other city goals (e.g., parking demand, congestion, encouragement of alternative modes). The recommendation is to at a minimum demonstrate cost recovery, initiate a more routine evaluation of rates and correlate permit allocations to broader goals recommended above for the Intent and Purpose Municipal Code Section.
- **Monitoring and reporting - Metrics:** Information on the City's Residential Parking Permit Program is readily at hand if one asks for it. However, there is not a single source of information on all program elements that can be accessed by users of the system (to provide transparency) or others considering participation in the program. The recommendations (via the current website or a published report) would provide updated information and measures that simplify communications and increase understanding of the program.
- **Permitting:** The process for acquiring a permit (residential, guest or business) is manual. Those requesting (and allowed to have) a permit, must physically bring their application items to Corvallis Public Works. While still common in many cities, this is not particularly user friendly in the current environment of digital technology. Recommendations include moving to online application and billing as well as eventual linking of permits to license plate recognition (LPR) technology. This would create administrative efficiencies and improve the customer (and enforcement) experience.

Corvallis has a stable and well-established Residential Parking Permit District program. After review of the program and those in place in other cities, the consultants concentrated on improvements to the Corvallis program that make intent, purpose and communication clearer within the code and to the public. Recommendations, if pursued, provide a better model for adjusting rates and communicating results. Given that few cities, if any, have moved toward the types of innovation and reform that can be found within the parking industry literature; we believe the Corvallis program is sound, only in need of some "housekeeping" adjustments.

Over time, more attention to rates and their relationship to desired outcomes should be made but pursued incrementally to always ensure there is a balance between the reasonableness of rates to the district resident and actual congestion in an area. Finally, online payments and potential linkage to future LPR technology could add both internal administrative efficiencies and improved customer access to, and experience with, the program.

2.0 Introduction

The City of Corvallis is interested in learning more about its current parking program operations and programs. To accomplish this, the City is pursuing an audit format of six key elements of its program. These element areas include:

- **Residential Parking Permit Districts (RPD's)**
- **Rates/Operations** (meters and permits)
- **Format and Management of the Downtown Parking system** (e.g., mix of time stays (base standards), free customer parking area, ADA compliance and management, enforcement, exception stalls and exception processes, etc.)
- **Format and management of the parking system outside of the Downtown** (e.g., decision-making criteria for transitioning time stays, loading zones, ADA compliance and management, enforcement, etc.)
- **Current and new parking technologies** and relevance to/for Corvallis system (e.g., coin meters/pay stations, apps, pay-by-phone, trends and curb space implications).
- **Enforcement Review** (e.g., organization, technology, citation fee schedules, etc.)

The audit will investigate each of these program areas in detail from the perspective of current parking program management practices, policies, code and best practices. Recommendations will then be developed for changes to improve effectiveness and efficiency.

This is the first of the six audits; evaluating the City's residential parking districts program.

3.0 General Best Practices in Parking

As a precursor to the more focused topic of residential parking permit districts, we felt it useful to provide a discussion of general best practices in parking; a “parking philosophy” that gives context to the question of why manage parking or, in this case, establish RPD’s. The parking industry views parking management as a toolbox of strategies to address issues in residential, commercial, industrial and institutional areas to assure that desired city outcomes and goals for those areas are achieved.

3.1. KEY ELEMENTS OF PARKING MANAGEMENT

A framework for effective parking management begins with five key elements: Access Goals, Priority Users, Zoning Role, Measuring Performance and Demand, and the City’s Role in Parking. Arriving at consensus (with the City and stakeholders) on each of these key elements is critical to the selection and implementation of various parking management tools. How communities approach these elements provides context and definition to what tools are employed and how parking management integrates into the vision for an area or district.

3.1.1. Access Goals

Understanding the parking system is complex. There are a number of components that work in concert that, if managed properly, can create a cohesive and successful parking system. However, the task of understanding the parking system can be daunting when it is unclear where or how to begin, or when there is not a clear understanding and sense of how the access system is intended to support change in a corridor.

The City, within its Comprehensive, Transportation Systems and/or Climate Action Plans has established goals which seek to minimize travel by single occupant vehicles to ensure growth and expand the use of transit and other active modes of transportation. The formal establishment of such goals provides a baseline from which parking management strategies are “calibrated” and tailored to the unique characteristics and desired outcomes of the community. These goals for access (which include parking) inform the selection and implementation of parking management tools. They also provide a narrative foundation against which the community can assess the reasoning and timing of decisions to implement or alter strategies for managing parking.

3.1.2 Identifying Priority Users

There should be high clarity and agreement in identifying priority users of the parking system, particularly for publicly controlled on-street resources. With a clear understanding of who has priority to a particular parking spot, policies can be developed that “get the right user to the right space.”

The on-street parking supply is finite and is most preferred by users. If the parking priority users are prevented from using the supply, then the parking resource is inefficient, contributes to conflicts between users and is not supportive of off-street parking or alternative mode options. As such, it is important to reiterate that the role of on-street parking should be to ensure access to defined priority users. If on-street parking is intended for visitor access, it is likely that it be time limited. If the priority is for employees or residents, then systems need to be developed to ensure that employees and residents are “identified” (e.g., permits) so that other long-term



parkers (i.e., employees from out of district, park and ride users) are not monopolizing supply. This becomes more apparent and critical in areas that have high constraints for parking access.

Unfortunately, most cities tend to focus on regulation of new parking developed off-street (a code-based approach) and do not take active measures (outside of downtowns) to manage public on-street parking assets (a management-based approach). There are many factors that underlie this situation – cost, time, etc. – but the basic relationship between an efficient system of access and land use is best served by good on-street parking management. Fortunately for Corvallis, an RPD program is in place which infers recognition that residents and their guests are the priority for access to the on-street system in neighborhoods with external parking pressures.

3.1.3 The Role of Zoning

The most commonly held basis for determining priority use of parking is zoning. For instance, if base zoning in an area is residential, then the “priority” for access to any on-street parking in the zoned area would be residents and their guests. If the area is zoned commercial or mixed use, with requirements for active ground floor uses, then the “priority” would be for short-term visitor access to ground floor uses. If an area were zoned industrial, the priority could be for long-term employee parking associated with industrial businesses. Of course, there are variations to this, but the point remains that zoning is a very simple platform from which to begin the process of prioritizing parking. To this end, management strategies are directly tied to the priority (e.g., residential/business permit programs for neighborhoods/industrial areas and timed/priced parking in retail/commercial areas where turnover best serves the adjacent land uses). In the context of areas with residential zoning, RPD’s are effective tools for managing congestion to preserve access for residents and their guests.

3.1.4 Measuring Performance and Demand

Performance monitoring is an important part of successful parking management. Many cities implement parking programs without setting aside the resources to monitor the outcome of the changes. This makes any evaluation of the results of the program difficult. A good monitoring program should follow the following steps:

- Develop a monitoring program prior to implementing any changes in parking policies.
- Collect solid baseline data of “before” conditions prior to implementing changes.
- If possible, design the parking program & monitoring plan in a way that will allow you to isolate the impacts of specific policy changes.
- Practice regular (annual, bi-annual) parking data collection and analysis; quantifying metrics for occupancy and utilization in both the on and off-street supplies.
- Analyze data within the context of changes in population, employment, and economic activity in a study area.
- Use the monitoring plan and data to help revise and update your parking policies as needed.



Good data leads to good decision-making. This is especially true when data is tied back to established access goals and accommodating priority users. The City should have a clear sense of its commitment to data collection as appropriate to each selected corridor.

3.1.5 The City's Role in Parking

The complexity and strategic format of any parking management plan is shaped by the role—large or small—that the City itself plays in its implementation. To achieve the City's goals for managing growth requires changes in land use and density that are well beyond what is now the status quo for development and on-street parking management; pushing parking management from the traditional downtown into growing neighborhoods and business districts outside downtown. To successfully address these challenges, the City will have to play a larger role and take on greater responsibilities than it has historically in these new and developing areas. This can include policy guidance, adjustments in regulatory standards, active supply management, development of parking supply, and funding. Clear guidance from the City on its role and responsibility in these areas will be necessary to enable appropriate strategy choices going forward.

Managing parking within the framework of these best practices elements supports efficiencies within the parking system, ensures parking is available for priority users and informs strategic decision making.

4.0 Existing Conditions

Corvallis's Residential Parking Permit District (RPD) program can be traced as far back as 1982. There are currently three Residential Parking Permit Districts. The last district created was District C in 2010. No new districts have been approved since that time, though some expansion and alteration of Districts B and C have occurred.

The program is overseen by the Corvallis Public Works Department and is the primary tool for managing on-street parking in residential areas. Residents and employers/employees residing or located in each of these districts are authorized (with a valid permit) to park longer than the posted time limit during hours of enforcement. The program is regulated and described within the Corvallis Municipal Code.

This White Paper is intended to explore issues that impact the current City RPD program, assess how other cities structure RPD programs and consider new ideas and/or strategies that could be implemented to improve Corvallis' program.

4.1. POLICY/CODE

Policy and code informing the City's Residential Parking Permit Districts are embedded in the Municipal Code in Chapter 6.15, sections 6.15.010 – 6.15.080. Chapter 6.15 provides legislative findings, definitions, issuance of permits, regulations, violations, and penalties. Additional information related to day to day management of the district can be found on the City's Public Works website at:

<https://www.corvallisoregon.gov/publicworks/page/residential-parking-districts>. The website provides detail on permit guidelines and cost, permit application requirements and the process for establishing/forming a residential parking permit district.

4.1.1. Need for Residential Parking Permit Districts

Findings for implementing Residential Parking Permit Districts are outlined in Section 6.15.010 - Legislative findings. Key findings regarding the need for such districts include:

- A heavy concentration of vehicles which are parked all day by nonresidents.
- A level of vehicular congestion that impedes the movement of traffic, and unduly restricts entry of residents to their homes.
- Air pollution, excessive noise, and litter caused by congestion.
- Neighborhood blight or deterioration resulting from the combined effects of congestion.

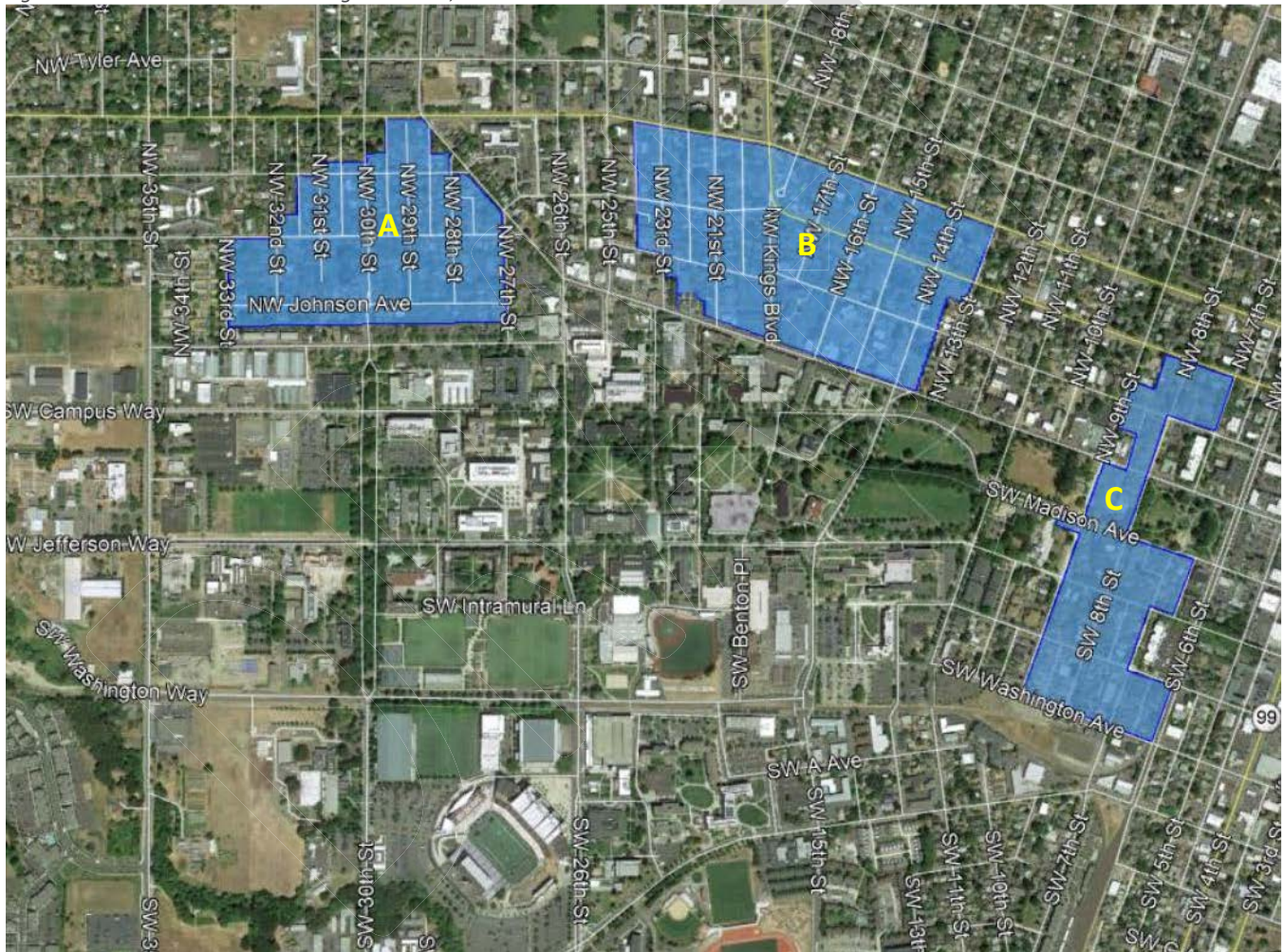
Legislative findings indicate that the establishment of residential permit parking districts will help preserve the residential character of designated areas and preserve property values. Similarly, implementation of such districts can result in reductions in motor vehicle miles traveled "by requiring commuters to carpool or utilize

other forms for transportation which are less polluting” than private use of motor vehicles. This contributes to the City’s desire to conform with national and State air quality standards. As such, the findings conclude that “residential permit parking districts are necessary to promote the health, safety, and welfare of the inhabitants of the City.”

4.1.2. Current Residential Parking Permit Districts in Corvallis

There are currently three unique residential parking permit districts in Corvallis; Districts A, B, & C.² They are described below, and their boundaries illustrated in **Figure A**.

Figure A: Corvallis Residential Parking Districts A, B and C



- [District A](#) is generally bordered on the east by Arnold Way/27th Street, on the west by 33rd, on the north by Harrison and on the south by Johnson.

² Corvallis Municipal Code 6.15.030



- [District B](#) is from 14th Street, west to 23rd and from the north side of Monroe to the south side of Harrison.
- [District C](#) is from the alley between 6th and 7th Streets west to 9th Street and from Van Buren Avenue south to Washington Avenue.

According to the Public Works website, the parking districts were developed to ensure adequate parking for residents. Approved parking permits allow holders of the permits to park on streets within the Residential Permit District for more than two hours, Monday through Friday, between the hours of 8:00 AM and 5:00 PM. Once established, the City Engineer will place appropriate signage in district to designate boundaries and communicate the 2-hour time limitation for those parking in the district without a permit.

Based on fiscal year 2018-19 data, 959 residential permits were issued for use within the established districts. Gross revenue to the City from residential district permit sales is estimated at \$23,975. The breakout of distribution by district is summarized in **Table 1**.

Table 1: Permits Distributed (by District)

Residential Parking Permit District	Permits Distributed	% of all Permits	Estimated Gross Revenue
A	219	24%	\$5,475
B	488	51%	\$12,200
C	252	26%	\$6,300
TOTAL	959	100%	\$23,975

4.1.3. Forming a District

The City's process for forming a residential parking permit district are referenced in Section 6.15.030 - Creation and designation, though the actual detailed procedure for forming a district is found on the Public Works website.³

There is a seven-step process for residents within the area who are interested in forming a new district. Thresholds that need to be met by residents include a minimum boundary of 10 block faces; a petition process requiring at least 50% of properties affected voting in favor; a parking demand study (conducted by the City); assessment of the impact of a new district on existing enforcement capacity; and a public notification process. There are no fees to the petitioners for a new district, but the burden of distributing the petition (provided by the City) is on the petitioners. The formal procedure was last updated in March 2016 and is included herein as **APPENDIX A**.

³See, <https://www.corvallisoregon.gov/publicworks/page/residential-parking-districts> and scroll to: [The Residential Parking District Formation Process](#).

4.1.4. Guidelines – Permit Use in a District

Sections 6.15.040 (Issuance of permits; placement of signs) and 6.15.050 (Parking regulations) provide guidance on who gets and is allowed to use a permit in a designated Residential Parking Permit District. Guidelines have been established for residents and employers/employees. Additional guidelines are provided on the Public Works website (see Footnote 2).

Resident

- Each residence address is allowed a maximum of three permits per kitchen.
- Cooperatives, fraternities, and sororities are allowed a maximum of 20 permits per kitchen.
- Regardless of residence type, only one permit may be issued per registered vehicle owned or operated by a person residing within a specific permit district (A, B, or C).
- Residential permits cannot, then, be transferred to another vehicle.
- Residential permits issued in one district cannot be used in another district or at any meter as a means to exceed a metered time stay.

Resident (visitor or guest)

- Daily Temporary Parking permits are available for residential permit holders that have guests visiting residences in any of the districts for more than two hours.⁴

Employers (Districts A and B)

- Each employer (business) with a district address is allowed a maximum of three permits.
- Employer permits are transferable among the employees of that business.⁵
- Employer permits issued in one district cannot be used in another district or at any meter as a means to exceed a metered time stay.
- Permits are only valid by a user when they are at work.⁶

⁴ "The code does not give a limit, but staff indicated an intent to manage to 10 day passes per year. The resident can also get guest passes for up to two weeks. There is not a clear reference to this in code or process guidelines.

⁵ The City's intent is to account for businesses that manage different employee shifts and part-time and full-time positions.

⁶ They cannot be used for non-work-related trips.

Employers (District C)

- Employers may purchase one permit for each 400 square feet of office space in the building for use by the proprietor or employees of the business.
- Employer permits are transferable among the employees of that business.
- Employer permits issued in one district cannot be used in another district or at any meter as a means to exceed a metered time stay.
- Permits are only valid by a user when they are at work.

General Provisions

- Residential Parking Districts are enforced Monday through Friday between 8:00 AM and 5:00 PM.

4.1.5. Getting a Permit and Cost

Section 6.15.040 indicates that residential parking permit fees shall be determined by the City Council. At present the cost of a single permit is \$25 per permit/per year. The operating year for use of a permit runs from September 1 to August 31 of any year. The permit rate was last adjusted in 2015 when it was set to \$25. Prior to that, it was increased from \$15 to \$20 in 2011.

To obtain a residential parking permit a user is required to apply at the Corvallis Public Works office. A prospective user would need to provide the City the following:

- Proof of residence within the district (Acceptable forms of proof include a rent or lease agreement, utility bill, bank statement, OSU mail, or paystub. Driver's license, personal mail, and magazines are not acceptable.)
- Vehicle registration
- Current driver's license

Once issued, it is required that the permit must be attached to the left rear bumper or the lower left corner of the back window of the vehicle. Guest passes are available to residences with a valid permit. Guest passes are free of charge; 10 passes can be provided to residents when the permit is issued, and more can be obtained upon request. The process for obtaining temporary visitor/guest permits are not clearly stated on the City Public Works' website.

5.0 Practices and Programs in Other Cities

5.1. BACKGROUND

One dynamic of growing downtown or business/institutional districts⁷ are the impacts such growth can have on neighborhood residential areas that abut these land uses. Similarly, the influx of higher density multi-family residential development in older (less dense) residential areas can bring new vehicles to an area that creates heightened competition for finite on-street parking resources.



Residential parking permit programs were first created in response to the recognition that traffic generation resulting from growth in adjacent commercial business districts caused high levels of parking congestion. This congestion was associated with commuters or visitors who “spill over” into residential enclaves as a result of parking constraints within the adjacent business or institutional district or as a means to escape parking pricing.

Residential and neighborhood parking permit programs are intended to improve on-street parking availability primarily for local residents within a specific “permit district boundary.” Many cities, including Corvallis, make provisions for limited employee parking for businesses located within the district boundary. This then restricts parking for users not authorized for a permit during certain hours of the day and night. Issued permits are viewed as “hunting licenses” that aid, but do not guarantee, finding on-street parking for authorized residents and employees. In other words, residential permits do not guarantee an on-street space in front of a specific residential or business addresses, but the entitlement to park within the residential permit district boundary; however small or large that boundary may be.⁸

Some cities limit/restrict the number of permits by address and/or whether the residential address has parking of its own (a driveway or garage) or a parking lot (in the case of multi-family residential). Some cities provide permits at no cost to residents, others assess an annual fee. Fees are generally very low when contrasted to private sector market rate parking in those cities; with fees derived on formulas that account for city cost recovery. Like Corvallis, most sell or allot daily guest permits at little or no cost to allow reasonable access for visitors and guests of residential dwellings within the specific district boundary.

In short, residential/neighborhood permit programs are common in many cities endeavoring to balance competing demands for parking in residential areas impacted by growth (both residential and business-based). All cities appear to view such programs as an effective strategy in their larger “toolbox” of parking management strategies. Ideally, the goal of such programs is to mitigate spillover, manage congestion and contribute to vital urban neighborhoods.

⁷ An institutional district might be characterized as a college, university or medical/hospital district or dense cluster of such land uses.

⁸ This is the rule rather than the exception, but a very few cities (e.g., Vancouver, BC) allow specific block faces to be designated for use by the residences that abut that specific block face.



5.2. PROGRAM ELEMENTS FROM SAMPLE CITIES

An extensive scan of sixteen cities (plus Corvallis) with residential/neighborhood permit programs was conducted.⁹ These cities were selected as they represent a range of size, geographic location, and residential density. Care was taken to also include cities where residential permit programs are impacted by institutions such as colleges, universities and hospitals to derive a sense of how those programs are managed in relation to Corvallis, which has three districts abutting the Oregon State University campus.

A detailed matrix of findings for these cities is included as **Appendix B**.

In general, the cities evaluated were similar in the organization and format of the elements that comprise their residential parking programs. For the most part, there are more similarities to the Corvallis program than differences, while recognizing certain nuances in pricing or number of permits allowed per resident.

The following key themes emerge from the scans that are common to most programs:

- **Purpose:** The residential program limits permits to areas that are zoned residential and are subject to on-street parking space competition from non-resident commuters (employees) or visitors to adjacent area attractions; parking generators like adjacent commercial business/retail districts, hospitals or universities.¹⁰
- **Use:** None of the cities surveyed reserve specific parking spaces for specific residences, while a few require that a vehicle be parked within a specific number of blocks of the registered address.
- **Formation:** The majority of cities require a resident petition process and Council concurrence. Some require occupancy data and parking surveys/studies to initiate. In most cases, the city takes the lead in conducting the parking study per the petition process. In some cities, the requirements were silent on who was responsible for providing required occupancy/demand measurements. Only one city (Eugene, OR) forms districts solely by administrative action.
- **Allocation of Permits:** The number of permits allowed per residence varies widely from as low as 1 per residence to unlimited, capped only by the number of vehicles registered to a residential unit. There does not appear to be a consistent standard. Toronto, ON caps the total number of permits that can be sold within a district or zone.
- **Fee(s):** Cities generally charge an annual fee for the permits, though several surveyed do not assess any fees or charges. Those that do charge a fee have indicated they attempt to calibrate the fee to meet some level of minimum cost recovery for management and administration of the program.¹¹ Seattle's

⁹ Cities surveyed were Albuquerque, NM, Arlington, VA, Atlanta, GA, Boise, ID, Boulder and Denver, CO, Eugene, Portland, and Salem OR, Sacramento and San Francisco, CA, Salt Lake, UT, Seattle and Tacoma, WA, Vancouver, BC and Toronto, ON.

¹⁰ Portland, OR does have an Area Parking Permit Program (APPP) that provides on-street parking permits exclusively to businesses in the restricted parking zone. The area is an industrial district, with little "retail" or residential parking; as such, the streets have been prioritized for industrial businesses. Other cities allow limited use of residential restricted zones for businesses in the zone, but none (that could be found) have designated on-street permit zones for business as does Portland.

¹¹ That said, several cities had no information on why or how they set fees.

fee is bi-annual, Eugene has quarterly rates in some zones to account for university needs, and Toronto's fees are based on a monthly charge. Contrasted to the cities that assess a permit fee, Corvallis's residential permit rates are on the lower end of cities evaluated.

- **Graduated fees for additional permits:** The majority do not charge a graduated rate for additional permits. Only Arlington, VA and Toronto, ON increase charges for additional residential permits. Eugene has a different rate for a single zone but provides two free permits before costs for that zone are implemented.
- **Adjusting Fee(s):** None of the cities reviewed have altered the fees they assess for residential permits in the last five years.
- **Guest Permits:** The majority provide for guest permits that are either free or provided at a reasonable fee. As with the number of permits allocated, there does not appear to be a consistent standard.
- **Enforcement:** Enforcement is generally by complaint and random patrols combined with clear on-street signage.

5.2.1. Unique Elements from Sample Cities

As stated above, there are very few unique elements in other cities that distinguish their programs. For the most part, cities are very similar in how programs are established, priced, and administered. Nonetheless, there are some elements from other cities that Corvallis might want to consider. For instance:

Number of permits issued per residence

- A number of the cities surveyed do not place limits on the number of permits issued to a residence (e.g., Portland, Sacramento, Salt Lake City, and Salem). Corvallis appears to be in the middle compared to other cities that do limit permits per residence (at 3 per residence).

Non-traditional residences

- The proximity of Districts A, B, and C to the Oregon State University campus has created a need for Corvallis to consider residential situations that are different from a traditional single or multi-family residential living situation. This would include "cooperatives, fraternities, and sororities" located within the boundaries of an established RPD. In Corvallis, the provision of permits to these types of residential living is limited to 20 permits per kitchen.¹²
- Among the sample cities, Eugene, Portland, and Salt Lake City have specific provisions for these types of land uses.
- In Portland, permits will be issued to all "verified residents and their registered vehicle" in fraternity and/or sorority house located in a residential permit zone. Processes for verifying residence and vehicle and assigning the permit to the address and unique vehicle are in place. This same process is in place in

¹² 6.15.040 (2)



Salt Lake City for businesses and institutions located within a designated district. In Eugene, such land uses are treated as any other residence, with permits limited to 5 per valid address.

Business parking

- Most cities surveyed do not allocate permits to businesses located in a designated residential parking permit district or zone.
- Corvallis allows up to three (3) permits per employer located in Districts A and B, and 1 permit per 400 square feet of office space in Zone C.
- Boulder, Portland, and Salt Lake City allow businesses in residential permit areas to purchase a limited number of permits for employee parking.
- Seattle allows businesses to acquire Residential Parking Zone (RPZ) permits under specific conditions and reviews applications individually.¹³
- Like Corvallis, Boulder limits permits in RPD's to three (3) per business address.
- In Portland, permits are allocated as a percentage of on-site Full Time Equivalency (FTE). The percentage of FTE is determined against single-occupancy-vehicle mode split targets adopted for specific areas of the city. For instance, in Portland's NW Parking Permit District, the business allocation is 0.60 of FTE per business, the goal being to limit employee commute trips to work to 60%, with 40% arriving in other modes. Once an FTE allocation is determined, the City allows the business to determine distribution to employees within its business. Permits are allocated by business name and address, which is listed on each allocated permit.

Limits or "caps" on total number of permits sold

- Toronto, ON caps the total number of permits it sells per district or zone at the total number of on-street parking stalls in the district or zone. This number can be adjusted upward by as much as 10%, though an adjustment would need to reflect available parking in the district or zone verified through occupancy counts.
- The Toronto cap assures (a) the on-street supply is controlled for availability, (b) there is an encouragement toward lower vehicle ownership in these neighborhoods and/or (c) off-street parking options are supported.
- In one zone in Eugene (Zone H), permits are sold on a quarterly basis (at \$150 per quarter) and limited to a total of 75% of the on-street spaces in the zone.¹⁴ In this zone, there are no limits on the number of permits sold per unit.
- No other sample city (including Corvallis) has a cap on the number of permits that can be allocated to a specific district or zone.

¹³ Reference Seattle Municipal Code 11.16.315, Section H.

¹⁴ Input from the City of Eugene's parking manager indicate that the combination of the quarterly rate and stall limitation results in about 50% use of the total number of permits that could be allocated.

Graduated cost for additional permits

- Arlington, VA and Toronto, ON apply increasing cost increments for additional parking permits. Arlington charges \$20 annually for each of the first two permits issued and \$50 for a third.
- Toronto charges a monthly rate for a residential permit, sold in 6-month and 12-month terms. For residents with no access to off-street parking the monthly fee is \$14.04 for the first vehicle. The same residents can purchase a second permit for a fee of \$35.13 per month.
- Some areas of Seattle have subsidies for the first RPZ permit that provide a free or reduced cost first permit. However, Seattle does not have any formal graduated permit cost system.
- Salem actually reduces the cost of permits after purchase of the first; reducing from \$15 annually to \$12.50 for additional permits.
- Eugene has one residential zone, Zone J, where the first two permits are free, with a \$40 annual charge associated with any additional permits up to a total of 5 per residence.

Distinctions between types of residents

- Toronto, ON, distinguishes between residents that have access to off-street parking and those that do not. Toronto charges a lower rate to residents that do not have access to off-site parking.
- Toronto residents with off-street parking can purchase one permit at a cost of \$49.18 per month for the “convenience” of parking on-street in the restricted zone. These residents are limited to one permit.
- Atlanta, GA will issue two residential parking permits for each single-family or multi-family residence that has no off-street parking available. For residences of any type with off-street parking available, they limit the permits per residence to one.¹⁵
- Seattle does not differentiate between different household types or availability of parking. However, micro-housing developments in Seattle only receive four resident permits plus a guest permit for each kitchen unit.¹⁶
- In Arlington, VA, buildings that meet zone parking minimums are not eligible for residential permits (e.g., townhouses, duplexes and multi-family).

Wait lists

- In Toronto, ON, certain streets and areas are wait listed if the number of permits issued reaches the total number of on-street parking spaces (above cap). At this point, the wait lists are prioritized for residents with no on-site parking.

¹⁵ Atlanta City Code, Sec. 150-152

¹⁶ Microhousing developments (or “aPodments”) typically cluster eight individual units around one shared kitchen. In this setup, the four residential and one guest permits are issued on a first come, first served basis.

- Though, theoretically, there would be a wait list in Eugene's Zone H if demand for permits exceeded its 75% "cap" on permits to stalls; there has never been a need to create a waiting list. Eugene indicates this is controlled by the fee charged (\$150 per quarter).

5.2.2. Conclusion from Sample Cities Review

It is clear from the review of sample cities that *there is not a standard or best practice that runs through all programs*; from permits allocated to rates. Most cities have somewhat similar processes for establishing districts that include local petitions, measurement standards, public notification and review. Nonetheless, there is nothing of significant substance derived from this review that would indicate that the Corvallis format for establishing and managing its districts would be significantly improved if specific elements utilized in other cities was applied to the Corvallis program.

5.3. EFFORTS IN "INNOVATION"

The review of cities conducted has found that most cities establish residential/neighborhood parking permit programs for similar reasons; to mitigate congestion, manage priority uses and spillover, and support livable neighborhoods. As we have found, most cities establish and manage RPDs similarly; with the elements of program design and format (e.g., rates, allocation and program establishment) following a common framework, though the details for implementing that framework vary widely.

A review of the literature finds a great deal of discussion of "innovations in residential parking management." Industry experts that include Donald Shoup,¹⁷ Todd Littman,¹⁸ and Rick Willson¹⁹ have commented on new approaches to parking management in residential areas that include:

- More appropriately valuing scarce on-street parking spaces.
- Taking into account neighborhood conditions (on-street supply and demand, accessibility by alternative modes, etc.) as a means to regulate, price and allocate parking.
- Establishing incentives to drive less and own fewer vehicles.
- Creating a coordinated relationship between neighborhood parking and alternative modes, particularly transit.
- Reinvesting revenue derived from residential parking back into the neighborhoods from which it is derived (e.g., Parking Benefits District).

The majority of studies in the literature examine commonalities in residential parking programs and develop a set of issues and strategies/reforms for *future* consideration. In other words, the findings and recommendations

¹⁷ See for instance: Donald Shoup, *Parking and the City* (Planning Press, 2018)

¹⁸ Todd Littman, *Reinventing Parking: The Surprising Power of Parking Management* (a continuing online subscription program).

¹⁹ Richard W. Willson, *Parking Management for Smart Growth* (Island Press, 2015)



related to innovation under discussion in the literature review have not generally found their way into significant revisions or reforms in actual city systems.

The common finding from this review is that residential parking programs in place are flawed at a number of levels. Given that all the programs that have been evaluated in this White Paper are fundamentally similar, these same flaws found in the literature could apply to each of those cities, including Corvallis. Issues creating problems included:

- Programs are structured to provide benefits to a narrow class of users – “those who store their vehicles(s) on-street during weekday mid-days – while doing very little to manage parking during important periods of high demand.”²⁰
- Residential programs have evolved incrementally, leading to regulatory processes that are confusing to the public and often counterproductive to the goals of the program.
- The link between parking management and city goals for transit and travel options is weak. Many cities have policies that stress the need for residential permit programs to encourage utilization of transportation options,²¹ but underprice on-street parking in relation to the cost of transit, which in effect is a subsidization of car ownership and storage for the limited class of users allowed to participate in residential parking programs. This is not entirely true of Corvallis, which has a fareless transit system, though (as stated earlier regarding Legislative findings), Corvallis does not strongly call out the beneficial connection between its RPD program and its fareless transit.
- Existing programs lack a connection between the actual supply of parking in a neighborhood and the quantity of permits issued.

As stated above, many of the issues identified by experts like Shoup, Littman, and Willson are applicable to Corvallis; at least as points for consideration. New strategies or reforms found in the review included:

- A. Permit pricing. A key theme within the literature is that the price of residential permits is, for the most part, a subsidization of parking for a specific class of users. Existing pricing, particularly when permits are free, provides an incentive to store vehicles on street; this encourages congestion rather than influencing the demand that creates congestion. Solutions identified include:
 - Establishing a minimum rate that is directly tied to full cost recovery in the program, i.e., revenues cover cost to administer.
 - Calibrating permit pricing to a percentage of “market rate monthly parking” in off-street facilities in or adjacent to the affected neighborhood.
 - Graduated pricing that increases permit fees for each additional permit issued to a residence. This would encourage less vehicle ownership, off-street parking and/or alternative mode use.

²⁰ San Francisco County Transportation Authority, *On-street Parking Management and Pricing Study, Final Report*, (September 22, 2009).

²¹ See Corvallis Municipal Code 6.15.010 (6)- Legislative findings.

- B. Expansion of metered areas. This would entail a more holistic coordination between commercial and residential areas.
- C. Extended hours of enforcement. Extending permit hours based on actual demand within a given parking area, in conjunction with other measures (e.g., A and B, above). San Francisco and Portland have found that existing enforcement hours are not well coordinated to actual parking demand and/or constraints within a given residential permit parking district or zone.
- D. Limitations on permits issued. Similar to Toronto's "caps" that assure (a) the on-street supply is controlled for "availability," (b) there is an encouragement toward lower vehicle ownership in these neighborhoods and/or (c) to find parking options off-street. At minimum, cities should correlate permits issued in an area to the number of on-street parking stalls in the district or zone.
- E. Parking Benefits Districts and/or Revenue Sharing. A key theme in the literature review is the need to better tie increases in parking fees, and therefore the cost of parking management, to very clear benefits to those paying the fees. This can be operationalized through Parking Benefits Districts (PBDs), where all or a portion of net revenue collected from a residential permit zone or district is reinvested into transportation improvements within that district or zone. This creates a direct relationship between the need for more aggressive parking management and the benefits accrued to residents for participation. PBDs are common in the United States in *commercial parking districts* (e.g., Portland, OR, Pasadena and Redwood City, CA). We could find only one city, Portland, OR, that provides residential districts an option to assess an annual surcharge to the base rate of permits in a residential permit district. The surcharge is then "passed back" to the affected permit zone to pay for transportation programs and improvements in that permit zone; programs are identified and prioritized through a district-based stakeholder process.

6.0 Recommendations

6.1. RECOMMENDATIONS

The recommendations for reforming/refining Corvallis' Residential Parking Permit Program can essentially be categorized into two areas. The first being to manage and administer the program in a manner that is directly correlated to the goals of the program – traffic and congestion mitigation, reducing reliance on automobile use, neighborhood vitality and integration with alternative modes. Current practices that comprise Residential Parking Permit programs in other cities tend to contradict these goals and, in some cases, encourage outcomes that exacerbate problems that the program was intended to solve. Secondly, a key reform would involve price-based regulation, calibrating the cost of parking to actual demand. Outside of Portland (and their benefits district surcharge option), none of the cities evaluated within this White Paper have moved comprehensively toward reforming their programs along the lines suggested in what can be found as innovations in the literature.

As stated earlier, the Corvallis program is well established (since 1982) and no significant changes or actions to expand existing, or add new, districts have occurred since 2010. The program is not large either; only three districts, which total less than 1,000 permits annually. Given this, we believe the best approach for the program is to look only to changes that will improve the effectiveness and efficiency of the current operation; without necessitating significant functional changes. Overall, we see the need to create more clarity in the areas of:

- Purpose and Intent
- Formation and expansion
- Fees and cost recovery
- Monitoring and reporting
- Permitting

Purpose and Intent

Consultant Finding:

Section 6.15.010 – Legislative findings of the Municipal Code provides seven statements regarding residential parking districts. Outcomes within the legislative findings conclude that residential permit programs reduce congestion, minimize blighted or deteriorated residential areas, preserve property values, reduce motor vehicle miles travelled and improve air quality. Overall, it is found that such programs promote the health, safety, and welfare of the inhabitants of the City.

Consultant Recommendation:

The current Legislative Findings are technical in nature and do not use verbiage that communicates a specific priority (access for residents and their guests) or easy to understand/support outcomes. We recommend a straightforward and easy to articulate outline of purpose and intent that will better inform the public as to the



need for Residential Parking Permit Districts. It will also communicate the unique nature of such programs to stakeholders in areas where this type of parking management treatment is not available. As such, amend Section 6.15.010 – Legislative Findings or add a new Section to 6.15 called Purpose and Intent. Include the following language within Purpose and Intent:

The purpose of the City of Corvallis' Residential Parking Permit District program is to assist the City in achieving the following goals:

- *Ensure reasonable access within specified districts to residents and their guests.*
- *Reduce conflicts for access between residents and their guests and non-resident users of a designated Residential Parking Permit District.*
- *Reduce neighborhood traffic impacts by large parking demand generators.*
- *Support vital mixed-use neighborhoods.*
- *Reduce overall energy use and vehicle emissions.*
- *Support use of alternative transportation.*
- *Implement simple rules that are understood and clearly applied.*

Formation and Expansion

Consultant Finding:

Section 6.15.030 - Creation and designation of the Municipal Code provides a boundary description of the three existing Residential Parking Permit Districts (A, B and C) but does not provide specific language on creating new districts or expanding existing districts. A seven-step formation procedure can be found on the Public Works website²² but there is no reference to this procedure in Section 6.15.030. There should be greater clarity in the code as to the actual process(es) for forming and expanding residential permit districts.

Consultant Recommendation:

It is recommended the City adopt a framework which will guide the creation and expansion of districts within a larger “master boundary”.²³ The current Corvallis Municipal Code specifically describes the current district boundaries. As such, the City would have to figure out how to eliminate the old districts, adopt the new, and transition between the two, since some properties are in a district that would change.

Listed below are recommended procedures that would be adopted within a new framework. Not all would be specifically incorporated into the Corvallis Municipal Code, but referenced similarly, and more directly, in the code to the current seven-step formation procedure on the Public Works website.²⁴ Moving forward with these

²² See *Residential District Formation Procedure (March 2016)* in **Appendix A** of this White Paper.

²³ Much of that work has been done with the parking district expansion proposal from a few years ago and could be used as a plan by which future creation/expansion would have to conform.

²⁴ Codifying procedures makes it difficult to vary or change, even slightly, without a cumbersome process.



recommendations will require a thorough staff review to consider the changes that it would want to propose. Key criteria and procedures would include:

- Change the title of 6.15.030 from Creation and designation to Existing Residential Parking Permit Districts.
- Add a new section following 6.15.030 called *Formation and Expansion of Residential Parking Permit District*. Language for criteria and procedures would then be referenced to the City's Public Works website.

Procedures for creating new and/or expanding existing residential parking permit districts area subject to the provisions herein and containing the following guidelines:

New Districts

1. *To assure that new districts are effective, the minimum new district size is 10 contiguous block faces or 2,000 lineal feet of curb.*
2. *The City must receive a petition with the support of a minimum of 51% of the properties [residential and business] within the area that is interested in forming a new district. The process will not proceed unless this threshold is met.*
3. *Each property is allowed only one signature, which may be from either a tenant or property owner. The petition form will be provided by the City and proponents are responsible for providing a street map to inform potential signers of proposed district boundaries that are consistent with 1 – 2, above.*
4. *Based on successful completion of 1 – 3 above; City staff will complete a parking study that identifies the peak parking demand in relationship to supply. The process will not continue unless staff finds that the demand is at least 75% of supply within the overall proposed boundary and at least 25% of use is by non-residents of the occupied supply.*
5. *City staff will complete an enforcement impact report that discusses the ability to enforce parking controls within the proposed district and/or the need for additional enforcement staff.*
6. *All the information developed in 1 - 5 above will be provided to the City Council for a decision regarding new district formation.*
7. *Public noticing for the City Council work session meeting described in Step 5 will include:*
 - *A mailing to both property owners and tenants within the proposed district boundary, using property information in the Benton County Assessor's database.*
 - *Notices on barricades or lawn signs posted on each block face within the proposed district boundary providing meeting information.*
 - *A mailing to both property owners and tenants within one block of the proposed district boundary, using property information in the Benton County Assessor's database.*
8. *There is no fee to petition to create a new residential parking district.*



Expansion of an Existing District

The consultant recommends establishing a procedure that simplifies the expansion of an existing district. Rather than deal with situations that could potentially establish multiple new districts directly adjacent to an existing district (or between two existing districts), the City should consider the character of districts once established and determine how they might naturally expand to reflect the unique characteristics of an area. The intent being to streamline responses to natural demand growth within a residential neighborhood and minimize the number of “unique” districts that may be complementary of an existing district (both in terms of area character and administrative efficiency).

To that end, we recommend the concept of “master boundaries” around new districts that allow for a simpler administrative procedure for growing an existing district once initially established through a City Council process. We recognize that establishing such boundaries may require public discussion and/or new ordinances by the City Council. However, we believe this approach addresses concerns raised by City staff regarding the issue of new versus expanding districts.

1. *Upon creation of a new Residential Parking Permit District, City staff will establish master boundaries around each new district, determining an area outside the established district that would be assumed to be a natural expansion area associated with the established district. Staff will consider character of the residential area/neighborhood, natural corridor/street boundaries and relationship to other existing districts to establish the master boundary.*
2. *In determining requests to expand existing districts, added block faces must directly connect to, and/or abut an existing district.*
3. *The minimum expansion size for a district is 10 contiguous block faces or 2,000 lineal feet of curb. If, over time, previous expansions of an existing district fill a master boundary area to the point that a 10 contiguous block face or 2,000 lineal feet of curb is not feasible; staff can consider a waiver of this requirement.*
4. *The City must receive a petition with the support of a minimum of 51% of the properties [residential and business] within the area that is interested in expanding an existing district or 51% of the properties on block faces proposed in the expansion request. The process will not proceed unless this threshold is met.*
5. *Each property is allowed only one signature, which may be from either a tenant or property owner. The petition form will be provided by the City and proponents are responsible for providing a street map to inform potential signers of proposed district boundaries that are consistent with 1 – 2, above.*
6. *Based on successful completion of 1 – 4 above; City staff will complete a parking study that identifies the peak parking demand in relationship to supply. The process will not continue unless staff finds that the demand is at least 75% of supply within the overall expansion area.*
7. *City staff will complete an enforcement impact report that discusses the ability to enforce parking controls within the proposed district and/or the need for additional enforcement staff.*
8. *If the thresholds established in 1 - 7 are met, staff will administratively approve the expansion and initiate sale of permits for the expanded area within the framework of rates, allocations and compliance procedures in place for the existing district.*



9. *There is no fee to petition to initiate expansion of an existing parking district.*

Fees and Cost Recovery

Consultant Finding:

Corvallis' current fee structure of \$25 per permit/per year is on the low end of the scale for example cities evaluated. That said, there are also many cities that provide residential permits at no charge. If the intent and purpose for such districts includes goals for reducing overall energy use and vehicle emissions and support for increasing use of transit, biking, walking and rideshare, then some format for setting and adjusting rates should be established. While remaining reasonable for residents of impacted neighborhoods; rates should not be set in a manner that encourages residents with off-street parking to park on-street or undermines broader City efforts to promote alternative modes. Similarly, having a formalized process for evaluating and adjusting rates provides continuity and transparency within the program, which is a desired public benefit.

Consultant Recommendation:

At a minimum, the City should consider:

- *Setting annual permit rates at a level that ensures the cost for administering its Residential Parking Permitting District program is fully covered in the fees assessed.*
- *Programing regular periodic review of rates and the number of permits allocated to the number of stalls in a district. Rates should be reviewed no less than every two years.*
- *Correlating the number of permits sold to an occupancy/supply ratio target.²⁵ In other words, permits allocated should not exceed a certain percentage of parking spaces in a district. Rates would be adjusted upward if this threshold were exceeded, until the calibrated ratio is achieved.*

Monitoring and Reporting - Metrics

Consultant Finding:

Information on the City's Residential Parking Permit Program is readily at hand if one asks for it. City staff is also very timely in responding to requests for information. However, there is not a single source of information on all program elements that can be accessed by users of the system (to provide transparency) or others considering participation in the program.

Consultant Recommendation:

The City should consider reformatting the Residential Parking Districts tab on its webpage. Also, several new performance metrics should be tracked and reported routinely (and available on the webpage). Information to include and metrics to track include:

²⁵ For instance, in a district with 300 parking spaces, the goal would be to limit the number of permits allocated to 75% of "available" parking spaces (i.e., 225 permits). If this threshold is exceeded, rates in subsequent year rate evaluations would be increased until the target goal is achieved. This type of allocation procedure ensures that (a) congestion is well managed and (b) visitor access is preserved.

- *Existing Districts (currently on website)*
- *Permit Guidelines (currently on website)*
- *Permit Application (currently on website)*
- *Formation/Expansion Information (tabbed to new section of .15.030 called Formation and Expansion of Residential Parking Permit District)*
- *Formation/Expansion petition form (new)*
- *Allocation of Permits by District (new)*
 - *Total number of permits allocated to each district.*
 - *Ratio of permits allocated to total stalls in district.*
- *Performance metrics (new)*
 - *Occupancy findings (new and as available in City data collection updates).*
 - *Tracking resident versus not resident users parked by time of day.*
 - *Number of violations (citations) issued.*
- *Expense to Revenue Summary – Cost Recovery (new)*
- *Information resources / upcoming decision making*

Permitting

Consultant Finding:

The process for acquiring a permit (residential, guest or business) is manual. Those requesting (and allowed to have) a permit, must physically bring their application items to Corvallis Public Works. While still common in many cities, this is not completely user friendly in the current environment of digital technology.

Consultant Recommendation:

The City should consider:

- *Developing an online system for permit applications and payment.*²⁶
- *Linking (as feasible and timely) all permits to a specific license number, capable of being tracked through license plate recognition (LPR). This would eliminate the need for physical permits.*²⁷

7.0 Summary

Corvallis' current Residential Parking Permit District Program has been around for many years (since 1982). For the most part, it is structured similarly to other programs in sample jurisdictions evaluated. Information about the program is readily available from staff and the City's Public Works website. There are currently three established districts, but no new districts have been established since 2010. From that perspective, the

²⁶ An example program would be Eugene, OR. The Eugene system is completely online and applied in a similar residential environment affected by a major university.

²⁷ We mention "feasible and timely" here as LPR systems come at a cost, with on-going expenses related to maintenance and integration into existing software programs and systems (both in-house and with enforcement equipment). An on-line application and payment system would be the first priority.



consultants concentrated on improvements to the program that make it clearer as regards intent, purpose and communication within the code and to the public. Recommendations, if pursued, provide a better model for adjusting rates and communicating results. Similarly, a new approach to new district versus expansion of existing districts is recommended for consideration. Given that few cities, if any, have moved toward the types of innovation and reform that can be found within the parking industry literature; we believe the Corvallis program is sound, only in need of revisions that we view as reasonable and feasible for Corvallis.

Over time, more attention to rates and their relationship to desired outcomes should be made but pursued incrementally to always ensure that there is a balance between the reasonableness of rates to the district resident and actual congestion in an area. Finally, online payments and potential linkage to future LPR technology could add both internal administrative efficiencies and improved customer access to, and experience with, the program.

Appendix A: Residential Parking District Formation Procedure - March 2016

Residential Parking District Formation Procedure

March 2016

- Step 1 The City must receive a petition with the support of at least 50% of the properties within the area that is interested in forming a new district or expanding an existing district. The process will not proceed unless this threshold is met. Each property is allowed only one signature, which may be from either a tenant or property owner. The petition form will be provided by the City and proponents are responsible for providing a street map to inform potential signers of proposed district boundaries. To assure effective districts, the minimum new district size is 10 block faces.
- Step 2 City staff will complete a parking study that identifies the peak parking demand in relationship to supply. The process will not continue unless staff finds that the demand is at least 75% of supply within the overall proposed boundary.
- Step 3 City staff will complete an enforcement impact report that discusses the ability to enforce parking controls within the proposed district and/or the need for additional enforcement staff.
- Step 4 Property owners within the proposed district will be asked (typically via postcard mailing) to indicate support or opposition to the formation of the district. Information regarding the cost and process to acquire parking permits for those living in residential parking districts will be provided with the mailing.
- Step 5 Proposed districts within the area included in the 2002 Downtown Parking Plan will be reviewed by the Downtown Parking Committee with a recommendation to the City Council.
- Step 6 All the information developed through Steps 1-5 above will be provided to the City Council for a decision regarding district formation or expansion.
- Step 7 Public noticing for the City Council work session meeting described in Step 6 will include:
- A mailing to both property owners and tenants within the proposed district boundary, using property information in the Benton County Assessor's database.
 - Notices on barricades or lawn signs posted on each block face within the proposed district boundary providing meeting information.
 - A mailing to both property owners and tenants within one block of the proposed district boundary, using property information in the Benton County Assessor's database.

NOTE: There is no fee to petition to create a new residential parking district or to expand an existing district.

Appendix B: Survey of Other Cities

Residential Permit Zone Survey of Other Cities

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Corvallis, OR	\$25	- 3 per residence - 20 per kitchen for cooperatives, fraternities, sororities	Yes No Cost – Goal is not more than 10 per year	Yes -3 per business address in Districts A and B. - 1 per 400 square feet in District C.	Only in specified zone	No	7 step process that includes petition, minimum boundary, measurement, public notification and City Council approval.	No	3 districts in place
Albuquerque, NM	\$0	No Limit	None referenced	No	Only in specified zone	No	- Designated by City staff - There is no reference in the Code of Ordinances or on the parking web site concerning a procedure to request or modify one of the existing RPZ areas.	No	

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Arlington, VA	\$20 - \$50	3 per residence	Yes - Sold in books of 20. Five books a year max. First book is free. \$20 per book thereafter.	No	Varies by zone	Yes - \$20 for first two vehicles - \$50 for third vehicle.	- Resident request (60% of residents of a block or blocks sign a petition in favor of having zone established. - City conducts parking study to determine if at least 75% of total spaces per block are occupied and at least 25% of the available on-street parking on the block(s) is occupied by out-of-area vehicles.	No	Buildings that meet zone parking minimums are not eligible for residential permits (townhouses, duplexes and multi-family).
Atlanta, GA	\$20 (since 2008)	2 per residence with no off-street parking, otherwise 1 per residence	None referenced.	No	Only in specified zone		-Resident request & vote -Occupancy & needs rating test by City staff	No	11 Residential Permit Zones
Boise, ID	\$0	No current limit, but ordinance authority to limit in RPD	Yes - 2 per residential unit per year - Free of charge	No	Within 2 blocks of residential address	No	-Request through resident application process. -City notifies all affected residents. -Public input (hearing) -Staff recommendation -Council approval	No	City covers cost of application process for establishing "residential time zones."

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Boulder, CO	\$17 resident	2 per residence	Yes -2 per residence - 3 per business - Free of charge	Yes - \$75 - 3 per business	Only in specified zone	No	-25 residents must petition to initiate a process. -City conducts a "parking survey" to determine need. -Public hearing -City Manager makes "final decision."	No	11 Neighborhood Permit Zones
Denver, CO	\$0	1 per licensed driver	Yes - 2 per household - Free of charge	No	Only valid on the block which the resident resides	No	-Resident request -City staff studies & conducts resident acceptance survey	No	20,000 permits allocated.
Eugene, OR	- Zone A, E, F, G \$40 per year - Zone B, C - Quarterly Permit \$99 per quarter - Zone B, C - Homeowner/Long-Term Resident \$40 per year - Zone H - Quarterly Permit \$150 per quarter - Zone J First two free, \$40 per year for additional	5 per residential address	Yes Free of charge (books of 10)	No	Only valid in designated zone.	No in all zones except Zone J where the first 2 permits are free then \$40 for each additional permit	- District(s) can be implemented or expanded through administrative action by City Traffic Engineer. -Petition process is used, but only as a barometer of community support.	No	8 Residential Parking Permit Zones About 3,000 permits allocated at any time.

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Portland, OR	\$67 (raised from \$35 in 2013)	Residential – no limit if vehicles are registered to address	Yes Book of 10 for \$15- - Available in unlimited number in Zones B, R, S, T and U. -- Limited to 10 books per year in Zones G, K and N. - Limited to 12 in Zone A. -\$7 5 annual guest pass (1 per year)	Yes \$67 Number allocated by FTE (varies by district)	Only in specified zone	No (in most districts). Piloting a “surcharge added to yearly charge in two districts as part of a parking benefits district, which returns the surcharge amount back to the district to fund local transportation improvements.”	-Petition process -Community vote	No	18 Area Parking Permit Program (APPP) Zones Portland has one area permit zone that is business based – in an industrial zone. Same rules & cost as APPP but for businesses.
Sacramento, CA	\$0	No limit	Yes - (1 per residence) - Free of charge		Within 3 blocks of address	No	-Neighborhood request -Public hearing -City Parking Study -Residential vote (50.1%+) -Council concurrence	No	20 Residential Parking Permit areas
Salem, OR	\$15	No limit - \$12.50 for each additional over 1)	Yes (Book of 25 for \$62.50)	No	Only in specified zone	No - Additional permits are actually less at \$12.50 for each permit over 1	- Petition - Parking study (measurement) - Council concurrence	No	9 Residential Permit Zones

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Salt Lake City, UT	\$36	No limit	Yes - 1 per "regular" permit issued - Free of charge	Yes - Fee and limit not found in research	Only in specified zone	No	- Resident petition process - Council concurrence	No	- 9 Residential Parking Permit Districts - 4 of 9 Districts serve college or universities.
San Francisco, CA	\$144	4 per address	Yes. In increments of 2, 4, 6 or 8 weeks at \$26, \$38, \$50 and \$64, respectively.	No	Only in specified zone. Vehicle must be moved at least every 72 hours.	No	-Resident petition process (minimum 250 households in favor) - At least 1 mile of street frontage for zone -50% non-resident parkers -80% occupancy	No City estimates that residential permits currently issued exceed total number of stalls in permit zones by 3%	-28 Neighborhood Permit Zones (90,000 permits) -Businesses, in a zone can apply for permits to park in the zone (1 per business address and up to 3 permits for delivery vehicles).
Seattle, WA	\$0 - \$32.50 (Permits are issued for two years and institutionally subsidized in certain zones)	4 per household	Yes (1 per residence @ \$30/2 years)	No	Only in specified zone, within 6 contiguous blocks of address	No (Some permits are free or reduced cost in certain "subsidized" areas)	-Occupancy test -Public hearing -Transportation Director decision	No	33 Neighborhood Permit Zones

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Tacoma, WA	\$60	No Limit	Yes - No Limit - 10 provided each year at no charge - \$1.00 per guest pass over 10 (no limit)	No	Only in specified zone	Yes - First 2 permits sold at \$60. - Additional permits are \$120.	- Resident request (51% approval through petition) - Measurement (75% or greater occupancy for at least three consecutive hours). - 33% of parking demand demonstrated to be from outside the zone.	No	10 Residential Parking Permit Zones

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Toronto, ON	\$14.04 - \$49.18 <u>per month</u> See Up Charge Column of this matrix	2 (if no on-site parking) 1 (with on-site parking access)	Yes - 24 HRS (\$8.00) - 48 HRS (\$12.00)	No	- Depends on type of resident permit zone. - Some are limited to a zone. - Some are limited to specific block faces.	Yes - \$14.04/mo. on first vehicle (if no access to on-site parking). - \$35.13/mo. second vehicle (if no access to on-site parking). - \$49.18/mo. for residents with on-site parking (limited to one permit).	- Process to initiate a zone was not referenced. - See Chapter 925 of Toronto Municipal Code (925-1 through 925-8)	Yes - Total permits capped at number of actual stalls in a designated zone. - Based on occupancy by zone. If determined to be "constrained" then a wait list is initiated.	94 Parking Zones Wait Lists: Certain streets and areas are <i>wait listed</i> if there are no available parking spaces (above cap). Harmonization: Priority system for residents with no on-site parking. They have first access to any available parking permits in a zone. The fee structure provides for higher fee for a resident's second and subsequent parking permits.

City	Permit Fee (\$/Year)	Permits per Residence	Guest Permits	Are in-district businesses allowed a permit(s)	Permit Use Restrictions (locational)	Up Charge for additional permits	Process to Set-up/Change Zones	Cap on total number sold per zone.	Other Considerations
Vancouver, BC	\$36.70 - \$73.40 Difference in rate is specific to zone). No references as to why rates differ by neighborhood.	2 per address	Yes - No limit to number of passes. - Sold for \$5.25 per day or \$10.50 per week.	No	Depends on type of resident permit zone. See "other considerations"	No	<ul style="list-style-type: none"> - Any resident can formally request initiation of process to form new permit zone. - Resident request leads process with Neighborhood Transportation and Parking Branch staff. - Petition process that is resident responsibility. - Petition requires 67% of affected residents to endorse. 	No	24 Residential Permit Zones Three types of resident zones: RPP – allows residents to park on multiple blocks in a neighborhood. VRPP – limits resident parking to a single block.

